

THE TULALIP TRIBES
Quil Ceda Village
Job Description

"This job opening is for enrolled Tulalip Tribal members only."

JOB TITLE: Construction Manager Intern

Tribal Department: Hotel Project

JOB NUMBER: QCV 006-07

Pay Range: Starting at \$17.03 per hour or greater depending upon experience. **Employee Classification:** Non-Exempt

Terms of Employment: This is a Full-time position requiring at least 40 hours per work, or 2080 hours per year.

Opening Date: 3/19/07

Closing Date: 3/30/07

NOTE: ONLY ENROLLED MEMBERS OF TULALIP TRIBES WILL BE CONSIDERED FOR THIS POSITON. Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent **(Please attach copy with application)**
- ☐ Two years college or construction related program *preferred*

SKILLS:

- ☐ Organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, planning, and coordinating.
- ☐ Decision making and problems solving skills with emphasis on the ability to evaluate and access complex situations using independent and sound judgment.
- ☐ Excellent communication skills both verbal and written **(test required)**.
- ☐ Ability to undertake and accept direction and guidance.
- ☐ Public speaking skills.
- ☐ Ability to maintain composure, think clearly, and perform well under pressure working in a fast paced environment.
- ☐ Computer skills – Ability to work with computers and have a working knowledge of Microsoft Word and Excel programs.
- ☐ Math skills – Ability to solve complex math challenges **(test required)**
- ☐ Self-starter and or self-motivator.

EXPERIENCE:

- ☐ Two (2) to four (4) years construction experience *preferred*.
- ☐ Ability to read and understand blueprints.
- ☐ Ability to understand Federal Rules and Regulations pertaining to construction.

OTHER REQUIREMENTS:

- ☐ Adhere to strict confidentiality of all information and records seen and/or heard.
- ☐ Tolerance and patience for dealing with a variety of people and personalities.
- ☐ Work in a culturally diverse environment.
- ☐ Knowledge of the Tulalip Tribes history, organizational structure, and protocol *preferred*.
- ☐ Willingness and able to attend progressive related training.
- ☐ Valid Washington State Drivers License **(Please attach copy with application)**.
- ☐ Ability to be covered under tribal insurance policy.
- ☐ Ability to work any shift or hours assigned to include days, evenings, weekends and/or holidays as needed or requested.
- ☐ Successful employment history with the Tulalip Tribes and/or other employers.
- ☐ Demonstrate commitment to excellence while serving the best interest of all Tulalip Tribes entities.

PHYSICAL CHARACTERISTICS AND/ OR PREREQUISITES:

- ☐ Manual and finger dexterity to perform routine paperwork and personal computer work.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Ability to perform tasks that require bending, kneeling, and/or stooping.
- ☐ Mobility to climb stairs and/or ladders.
- ☐ Ability to work at elevated heights.
- ☐ Strength to lift objects weighing up to 50 plus lbs. on a frequent basis.
- ☐ Ability to work in all inclement weather, rough terrain, and any other conditions that may occur.

Job Summary: Through training, guidance and shadowing the Construction Manager, acquire the skills and knowledge to learn Construction Management. Must be an active participant in the Hotel Project Team Meetings.

Employee Reports To: Owners Representative or designee of Tulalip Tribes.

Extent of Authority: Under the direction of the Construction Manager participate, interact and coordinate certain project related work activities while training to manage the day to day operations for application on future Tribal Construction Projects.

Specific Duties Performed:

1. Attends training to compliment and improve position related skills.
2. Works closely with the Construction Manager to learn and acquire necessary skills to be a Construction Manager.
3. Participates as a part of the Hotel Project Planning team, attend meetings, conduct research, as well as, perform other related assignments and/or tasks as requested.
4. Attend various meetings at different locations.
5. Assist the Construction Manager in determining project construction needs and project budgets.
6. Coordinate with Tribal, State and County services providers for the various services necessary for the project.
7. Review site and building plans for consistency with tribal codes and regulations.
8. Coordinate with Tulalip Utilities Authority, Cable Vision, TDS and other service providers for all necessary work in connection with tribal projects.
9. Assist in the coordination of construction meetings.
10. Work with the Tribal TERO department with implementation of the TERO ordinance as it relates to Hotel construction projects.
11. Make recommendations for any contract change orders as necessary.
12. Coordinates building inspections with tribal and or code related building inspectors.
13. Monitor project construction projects to verify applications for payment from contractors and or vendors.
14. Monitor contractors for compliance with erosion control, storage of construction materials and Safety programs on project sites.
15. Maintains a high degree of professionalism and integrity as befitting a representative of Tulalip Tribes.
16. Works as a member of the construction/ planning team and performs other related activities as requested.
17. Deliver the highest level of service to contractors, vendors, all tribal employees, and VIPS.
18. Performs other job duties as deemed necessary or requested.

Please return your completed application with required attachments, by the closing date and time, to Quil Ceda Village Human Resources, located at 8802 27th Avenue N.E. Tulalip, WA 98271. Quil Ceda Village hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 654-2558